



Dear Applicant:

Thank you for your inquiry about obtaining a **Washington State Scientific/Education Collection Permit (SCP)**.

As specified in **WAC 220-20-045**, **WAC 232-12-276**, and **RCW 77-32-240**, it is unlawful to collect foodfish, shellfish, or wildlife or their parts, nests, and eggs for the purpose of research or display without first obtaining a Washington State Scientific/Education Collection Permit. According to WAC 232-12-276, "collects" means to take control of or attempt to take control of wildlife or their nests and eggs." For the purpose of management and protection of the resource, the Washington Department of Fish and Wildlife interprets this as is the federal "take" permit interpreted, in that, "collect" would be "to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or obtain, or to attempt to engage in any such conduct [Endangered Species Act of 1973, Sec 3(18)]."

State Scientific/Education Collection Permits are issued to scientists/researchers, educators/educational institutions, museums/aquariums/zoos, and private scientific consulting firms. They are not issued to the general public.. Under **WAC 232-12-287**, it is unlawful to possess without a permit wildlife found dead. However, this rule does not prohibit the possession of naturally shed antlers of deer, elk or moose.

Enclosed is information about the state permit and a **Scientific/Education Collection Permit application**. With each application, you must complete the application form , submit a study plan, and include any additional information required.

If you have any questions or want to discuss your permit application, please contact WDFW at the above information.

Sincerely,

Washington Department of Fish and Wildlife

SCIENTIFIC/EDUCATION COLLECTION PERMIT (SCP) INSTRUCTIONS

- Please allow up to **60 days** for processing Scientific/Education Collection Permit (SCP) Applications; due to the review process applications cannot be expedited. Your project Start Date should reflect this 60 day review period.
- Please complete the SCP application form; incomplete forms will be returned to the applicant and delay the review of your application.
- An **Annual Report** must be submitted before a renewal SCP is issued.

Mail completed application and SCP fees to:

Washington Department of Fish and Wildlife
Attn: Scientific Collection Permits
600 Capital Way North
Olympia, WA 98501-1091

If you have questions, email scp@dfw.wa.gov or call (360) 902-2200

A **Study Plan** must be submitted with the Application Form.

ALL STUDY PLANS MUST INCLUDE:

- PROJECT TITLE
- PROJECT DESCRIPTION (include purpose statement or justification)
- METHODOLOGIES, INCLUDING COLLECTION TECHNIQUES, GEAR, AND EQUIPMENT
- PROJECT LOCATION
- FINAL DISPOSITION OF SPECIMENS
- STATEMENT OF QUALIFICATIONS OF PERMIT APPLICANT and SUB-PERMITTEE(S) including but not limited to:
 - a. Experience with proposed methodology;
 - b. Experience with the species to be collected;
 - c. Access to research and education facilities and proper equipment used in this project, and;
 - d. Competency to care for collected specimens.

APPLICATION FEE

The \$117.00 Scientific/Education Collection Permit fee (per RCW 77.32.240) should be mailed in the form of a check or money order with the application. You may also pay over the phone with a credit card by calling (360) 902-2464, option 4.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

1. Type of animals to be collected or handled. Check whether you are collecting or handling **Wildlife** (which includes mammals, birds, reptiles, amphibians, and terrestrial invertebrates), **Fish** (which includes marine, stream, and lake invertebrates), or a **Combination of both**. The **Combination** category also includes incidental catches such as amphibians in a Stream Assessment or other combinations of Fish and Wildlife. You are also asked to specify the type of wildlife and/or fish you wish to collect. Please check all appropriate boxes.

2. Purpose of collection or handling. Indicate the general category of the intended purpose of the collecting or handling activity. **Instruction/Education** involves using live or dead animals (or parts) by educators, instructors, and museums for teaching or demonstration; Subcategory **Display – Live** are live animals on display for public viewing; Subcategory **Display – Dead** involves animal mounts or preserved specimens displayed in a case for

public viewing. **Research/Scientific Investigation** is any project with a defined scientific question or management purpose and information gathering on a species or multiple species; **Stream Assessment** is sampling streams for the measurement of fish use.

The following are descriptions and instructions for each category:

3. This Application is: If your application is for a **Renewal**, we must receive your Annual Report before we can issue your renewal permit.

4. Project Start Date and Project End Date: All applications must have start and end dates. You may specify your end date if it is within the calendar year.

5. Permit Expiration Date: The expiration date will be one year after the date of issuance. This information will be provided by the WDFW Licensing and Permitting office.

6. Applicant Information: This is the person filling out the application and responsible for the project and any Sub-permittees. You must provide all information requested on the application.

7. Sub-permittees: The permittee may designate their faculty, staff, students, or other project associates as “sub-permittees.” Designated sub-permittees are authorized to collect under the permit. These are all the people who will be collecting on the permittee’s behalf and for whose conduct the permittee is responsible. Names and phone numbers must be provided for each sub-permittee.

8. Collection Information: This section must be filled out completely, **even if the information is included in your study plan.**

- **Species Requested:** Please provide scientific and common names of the species to be covered by the permit. In some cases, it is not possible to name the individual species that will be collected (e.g. for salvaged animals). However, if you anticipate encountering certain species, please list them; if you intend to collect certain species, please list them; for salvage applications, you may put “as encountered.”
- **Location and County:** This determines who will review your application. Please provide a very brief description or name (such as stream, lake, property, etc.) of collection site(s) and the **county or counties** in which you will be collecting. For fish, include stream reach in addition to the name of the stream. If there are multiple collection sites, put all the counties in which you will be collecting and list the specific collection sites in your Study Plan. If possible and known, please list a specific location (Township/Range/Section or Latitude/Longitude) of your collection. Salvage: you may list location as “as encountered” and do not need to list specific collection sites.
- **Max # of Lethal Take or Permanent Removal from the population:** Indicate the number of individuals per species that you will need kill or permanently remove from the population, such as taking animals to keep and cage for study, to complete your study or project.
- **Max # of Non-Lethal Take (includes salvage):** Estimate the number of individuals per species that you will need to handle to complete your study or project. If you are salvaging opportunistically, please indicate that salvage will include individuals “as encountered” unless you know how many of each species you need.

9. Methods of Collection:

- Place a check in the Firearms box if applicable. **If this box is checked**, as per WAC220-20-045(3)(e) you must include a statement that all persons who will use firearms are legally capable of possessing firearms.
- Briefly name all Lethal, Non-lethal, and Salvage methods you will use to make your collections and which species you will be taking with those methods. You may expand on the methods in your Study Plan.

10. Marking. Place a check in the appropriate box(es) and provide the necessary information.

11. Disposition of Specimens. Place a check in the appropriate box(es) and provide the necessary information.

12. Research Area(s). Place a check in the appropriate box(es) and provide the necessary information

COMPLETING THE STUDY PLAN

INSTRUCTION/EDUCATION

This is a collection for the purpose of education, as with a practical lab, educational demonstration, or museum display and teaching collection.

Within your General Study Plan include:

- Teaching objectives specific to this collection;
- Brief outline of the curriculum involving the animals and how and why the collection will enhance your program;
- Statement of the target audience for your educational program and how often the animals will be used for teaching;

→ **DISPLAY/DEMONSTRATION – Live**

Live animals exhibited for the purpose of education. This also includes non-releasable wildlife rehabilitation program animals.

In addition to the General Study Plan include:

- Statement describing the permanent housing enclosures and care of the animals.
- Justification for collecting and keeping the requested species.
- Justification for the requested number of individuals of each species.
- A statement explaining if and how the animals will be transported to education events.

→ **DISPLAY/INSTRUCTION – Dead**

Specimens exhibited for the purpose of instruction and education.

In addition to the General Study Plan include:

- **LETHAL TAKE:** justification for collecting the desired species.
- **LETHAL TAKE:** justification for the numbers requested for lethal take.
- A statement explaining where and how the specimens will be permanently kept.

RESEARCH/SCIENTIFIC INVESTIGATION

This is a collection for the purpose of answering a scientific question or gathering scientific information on one or more defined species.

Within your study plan include:

- Project goals and objectives;
- Justification for collecting the requested species;
- An identifiable end point toward which efforts are directed including a definable timeline, and conclusion;
- Detail of collection locality(ies); for Fish collection – name of body of water, if a stream, include name of stream reach;
- **LETHAL AND PERMANENT LIVE TAKE:** justification for the numbers requested for lethal take or permanent live take.
- **PERMANENT LIVE TAKE:** Demonstration of how the applicant will provide adequate facilities and care for live specimens.
- Names and official titles of supervisory and technical personnel responsible for the study.

STREAM ASSESSMENT

This is a collection for the purpose of assessing fish use (stream typing) under the Forest Practices Act rules (Title 222 WAC):

- The following limitations and conditions apply:
 - Streams may be sampled from March 1 to July 15, unless another time period is found mutually acceptable to the WDFW, the agency or tribe involved, and the permittee.
 - If the permittee plans to survey streams or stream segments that are 5 feet bankfull width or wider the permittee is required to consult with the regional WDFW Habitat Biologist prior to conducting the surveys. The purpose of this consultation is to insure that survey methods and techniques are appropriate for the stream segments to be surveyed.
 - Downstream reaches must not be blocked by human-caused structures.
 - Stream reaches must not have been previously verified as fish bearing.
 - WDFW electrofishing guidelines must be followed.
- The Stream Assessment Annual Report or “Findings Report” must be submitted with each stream type change request. For each relevant stream reach sampled, include the following [information not already requested in the Annual Report form (b. through d., and h. & i.), may be given in the Annual Report “Comments” field]:
 - Stream Name
 - Bankfull Width

- Stream Gradient
- Dominant Substrate Type
- Species and abundance of all fish and amphibian species observed
- The number of known mortalities by species
- The map location of fish and amphibians on a USGS quad or similarly scaled map. Send this as an attachment.
- A description of applicable drought or flood effects on sampling effort and results
- A description of methods used to ensure that no downstream man-made barriers exist.

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**Washington Department of Fish and Wildlife
Attn: Scientific Collection Permits
600 Capital Way North
Olympia, WA 98501-1091**

If you have questions, email scp@dfw.wa.gov or call (360) 902-2200

FEDERAL PERMITS

A federal permit is required for the collection of migratory birds. It is the responsibility of the applicant to obtain the appropriate federal permits. See (www.fws.gov/migratorybirds/mbpermits/ApplicationForms.html); marine mammals: (<http://www.nmfs.noaa.gov/pr/permits/>), any animal species with a federal listing of Threatened, Endangered, Sensitive or Candidate: (www.fws.gov/endangered/), and any fish with a federal listing of Threatened or Endangered: (https://apps.nmfs.noaa.gov/docs_cfm/contact_us.cfm).

SCIENTIFIC COLLECTION PERMIT RULES

All WDFW Scientific/Education Collection Permit (SCP) rules and conditions as outlined on the permit must be followed. Under **RCW 77.15.660**, a violation of the terms or conditions of the scientific permit or of any WDFW rule applicable to the issuance or use of the permit is a gross misdemeanor if the violation involves big game or big-game parts.

Scientific permits will not be granted if the collection conflicts with existing conservation and/or population concerns or with other collection, research, or management activities. Permits may also be denied if a request to coordinate collection activities with other applicants and/or this agency is not met.

Entering Lands – The SCP authorizes collection/research activities, but it **DOES NOT** authorize access to protected lands or waters, private or tribal lands, or restricted public lands. Acquiring permission to access such lands is an added responsibility of the permittee.

ANNUAL REPORT

At the end of each permit period lasting one year a report of the scientific collection, including species, number collected, specific location, and date of collection is required. This report must be received prior to the issuance of the next year's permit. Please use the Annual Report Form at <http://wdfw.wa.gov/licensing/scp/>, or you may use your own form but please submit in the same format.

PUBLIC INFORMATION SHEET
ISSUANCE OF SCIENTIFIC/EDUCATION COLLECTION PERMITS
WASHINGTON STATE DEPARTMENT OF FISH AND WILDLIFE

1. A Scientific/Education Collection Permit is required to collect fish, shellfish, or wildlife for display, instruction, research, and stream assessment (under the Forest Practices Act). Food fish and game fish are classified under WAC 220-12-010 and WAC 232-12-019 respectively. "Shellfish" includes those species classified under WAC 220-12-010. "Wildlife" includes birds, mammals, reptiles, amphibians, fishes, and invertebrates not classified as food fish or shellfish.
2. Activities such as capturing, banding, marking, attaching radio telemetry equipment, and the salvage of dead fish, shellfish, or wildlife are all considered methods of collection and require a SCP. Any tissue sampling of fish, shellfish, or wildlife requires a SCP, whether lethal or non-lethal and whether the specimen is retained or released.
3. Under Washington State Law (RCW 77.04.012), fish and wildlife (and samples derived from) remain the property of the state.
4. The Department will not issue unrestricted permits.
5. The original permittee is responsible for ensuring that the sub-permittees comply with the conditions of the permit. Failure to comply with the conditions of the permit is a basis for revocation of the permit. Also, under **RCW 77.15.660**, a violation of the terms or conditions of the scientific permit or of any WDFW rule applicable to the issuance or use of the permit is a gross misdemeanor if the violation involves big game or big-game parts. It is also a gross misdemeanor under **RCW 77.15.660** to purchase or sell big game or big-game parts that were taken or acquired with a scientific permit. Under **RCW 77.15.160**, a violation involving anything other than big game or big-game parts is an infraction.
6. Individual holders of permits may not exchange specimens or progeny of fish or wildlife collected under the permit except as authorized in writing by the Director. Authorization may be granted to universities and colleges in Washington State with museums having research and/or teaching collections to trade specimens with other institutions possessing appropriate permits. A description of all such trades will be included in the Annual Report to the Department. Loans to other permitted institutions will be allowed without notification to the Department. The institutions will, however, keep up-to-date records of loan transactions.
7. The Director will require scientific permit holders to specify on their application, the proposed disposition of dead specimens. University museums in Washington State are intended as the primary recipients of these specimens.
8. Scientific permit holders will keep accurate records showing species and number collected, possessed, and/or disposed of; the specific location(s) of the collection; the disposition of specimens; the names and addresses from whom specimens were acquired; and the date of collection.
9. A scientific permit may be issued for use of non-releasable live wildlife from a wildlife rehabilitation facility for the purpose of a non-commercial wildlife public education program. The permittee will be required to report the number, location, and date of the public education programs conducted each year and the name of the person or organization for which the programs were conducted. Publicly owned zoos and aquariums will be required to report only public education programs conducted off-site from the zoo or aquarium facility.
10. A scientific permit may be issued to an individual or an organization for use of dead fish, shellfish, or wildlife in a non-commercial public education program. Such wildlife collections are required to be maintained when not being used for a public education program at an approved public location, such as a public school facility. The permittee will be required to report the number, location, and dates of public education programs conducted each year and the name of the person or organization for which the programs were conducted.
11. A scientific permit will not be used in lieu of hunting, trapping, or fishing licenses during the open season for those species.
12. A scientific permit is issued for one year from the start date of the permit and is non-transferable.

13. Scientific permit holders using equipment such as unattended traps, unattended nets, or other unattended collection gear shall have attached to that equipment a tag bearing in legible English the name and current address of the permit holder. Equipment may be tagged using the name and address of the organization the permit holder represents; i.e., the university, company, or corporation. Potential use of unattended gear, whether for collection or retention, must be noted on the permit application. Only conibear type traps in water, non-strangling foot snares, or a padded foot hold trap may be used to trap wildlife for research or collection; no other traps are authorized under the Scientific/Education Permit or any other special trapping permit.

14. Administrative decisions regarding scientific permits may be appealed by following the administrative appeals process contained in Chapter 34.05 RCW and/or WAC 220-20-045.

15. New permit applications should be submitted at least **sixty (60) days prior** to planned collection activities to allow for Department review and processing.